

CREST: Annual Project Reports

When is this tip sheet needed?

When administering a CREST award (7 of 11).

Concept

CREST Annual project reports are due at roughly twelve-month intervals from the start date of the CREST award as stipulated in the Cooperative Agreement. They must be submitted via FastLane and must use the on-line template for annual project reports provided there.

Admittedly, the FastLane annual report template is not the perfect fit for all NSF programs or projects. But it is to be considered the *absolute minimum* information expected from the PI on an annual basis. Much more information can be provided by the PI or may be requested at the discretion of the program officer.

Management Considerations

- ❑ **Do not wait for remarkable results or a convenient point on the project calendar. Annual reports are due roughly each 12 months from the award start date. Failure to provide acceptable annual reports in a timely manner may result in the relay or suspension of forthcoming grant increments or other disbursements.**
- ❑ Promote the mindset that daily or weekly journal logs will greatly facilitate the compilation of annual reports.
- ❑ Work collaboratively with your Administrative and Research directors to ensure that all components of the CREST are represented.
- ❑ As summarized in the HRD guide, *Tell Us a Little About Yourself*, annual reports need not contain all “good” news. Measurable outcomes, deliverables and project participant demographics are preferred to vague reiterations of goals and objectives.
- ❑ Review the items listed under Administrative Considerations.

Administrative Considerations

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- ❑ It is expected that the PI will use the FastLane report template verbatim, inserting “no measure” where no data are available. Composing a unique report format, then populating the FastLane report with references to “see attachment” is not acceptable practice since appended text cannot be data captured for content analysis.
- ❑ An “annual” report will apply only to the activities and outcomes of the preceding 12 months (for Year 1) or the 12 months preceding the annual report (for Years 2+) with no gaps or overlap in the annual reporting interval. Keeping a running total of activities and resubmitting updates with the same history year-to-year is not acceptable practice.
- ❑ If in doubt about our project’s annual report due date, check the award start date on the Cooperative Agreement. You will likely not be prompted for the report by the NSF program officer until it is already overdue.
- ❑ Recall the earlier advice to try pre-testing the .PDF conversion of tables, figures and other report elements that may be garbled or rendered unreadable by submission through FastLane. Don’t presume that NSF will contact you to correct such errors.
- ❑ Double-check the dates specified with the toggles in FastLane and the “annual report” and the specifics of previous annual reports before submitting the report. Again, there should be no gaps or overlap in annual reporting intervals.
- ❑ Review the items listed under Management Considerations.

Sources and Further Reading

[CREST annual report guidelines](#), program memorandum to PIs dated April 26, 2004

Tell Us a Little About Yourself. NSF Division of Human Resource Development (March 2004).

The CREST program solicitation

Online at <http://www.nsf.gov/pubsys/ods/getpub.cfm?nsf04574>

The NSF *Grant Proposal Guide* (GPG)

Online at <http://www.nsf.gov/pubsys/ods/getpub.cfm?gpg>

What’s Next?

In addition to annual reports and reports for site visits/reverse site visits, CREST projects may have other financial reporting requirements. >>> [NEXT \(Financial Reporting\)](#)

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